NOVA SCOTIA

Department of
Environment and Labour

Occupational Health and Safety Checklist, Small Business

Check “yes” or “no”, or strike out where not applicable. “No” indicates action required.	YES	NO
1. Is a copy of the Occupational Health and Safety (OH&S) Act, the company’s OH&S Policy (5 or more employees) and the current phone number for OH&S posted?		
2. Has a Safety Representative been selected by staff (if you have 5 or more employees)?		
3. Are all employees trained in how to work safely and in the hazards associated with their work?		
4. Is there at least one employee on each shift with the appropriate first aid certificate, and a first aid kit available?		
5. Are temporary space heaters located, operated, inspected and maintained so as to prevent the ignition of any material?		
6. Is there an adequate supply of fresh clean air in the workplace?		
7. Is the lighting adequate for the type of work being done?		
8. Is emergency lighting working?		
9. Is potable water for drinking and hand washing available?		
10. Are an adequate number of toilets provided for each gender?		
11. Are safe exits available and kept unlocked and unblocked where locking or blocking them would prevent a person from exiting the work area?		
12. Is appropriate lifting equipment and training provided?		
13. Are garbage and debris removed on a regular basis in a suitable container?		
14. Are piled materials such as boxes, sacks, or pipes stable?		
15. Are piled materials clear of interference with illumination, sprinklers, access / exit, ventilation, electrical installations or machine operation?		
16. Are all stairways, ramps, floors and passageways constructed, and maintained so they do not present a hazard?		
17. Are walking surfaces maintained so they are not slippery?		
18. Are all portable ladders CSA grade 1 or 2; clean and grease free; well maintained and inspected by a competent person before use?		
19. Do employees always: face the ladder, maintain adequate contact, stand in the centre, and avoid the top shelf of a step ladder?		
20. Is appropriate fall protection such as fall arrest harness, guardrails, roof brackets etc. in place if working above 3m?		
21. Are all employees who work with or near hazardous products trained in safe use, handling and storage of those products?		
22. Are all controlled products properly labeled, and Material Safety Data Sheets available?		
23. Is appropriate personal protective equipment used where a hazard exists?		
24. Are emergency showers or eye wash stations available and working if required?		
25. Is all equipment operated, inspected and maintained in accordance with manufacturer’s specifications?		
26. Is adequate space provided around all machines to ensure safety?		
27. Are proper guards or safeguards in place to prevent contact with, or entanglement in moving parts?		

28. Are controls on a machine located to prevent unintentional activation while allowing easy access for stopping the machine?		
29. Do all machines, equipment, and electrical installations have an accessible and readily identifiable means of isolating all sources of energy in addition to any normal start / stop mechanism?		
30. Is a written lock-out procedure in place and followed, if required?		
31. Are all tools made of good quality material, inspected before use, used only for their intended purpose and equipped with a secure hand grip where necessary?		
32. Are electrically powered portable hand tools double insulated or grounded except where battery operated?		
33. Are all falling object protective structures fitted to mobile equipment in good condition?		
34. Are all roll over protective structures and seat belts fitted to mobile equipment appropriate and in good condition?		
35. Are all hoists inspected, operated and maintained in accordance with the applicable CSA or ANSI standard?		
36. Are all hoists, forklifts, and mobile equipment operated by designated competent operators?		
37. Are all hoists and rigging hardware in good condition, and visually inspected daily by operators before use?		
38. Is all rigging hardware operated, inspected and maintained in accordance with the applicable ASME standard or a certified design?		
39. Is all welding, cutting, burning and soldering done in compliance with the CSA standard, and only carried out by designated competent persons?		
40. Do you ensure that work on electrical equipment is only done by competent persons?		
41. Are people and objects always kept back at least the following distances from power lines? 750 - 69,000v..... 3.0m (10ft) 69,000 - 138,000v.....5.0m (16ft) 138,000v+, or unknown voltage....6.0m (20ft)		
42. Do you have a written confined space entry procedure if required?		
43. Is scaffolding constructed by a competent person and adequately secured?		
44. Are the owners / operators of any underground electrical, gas or other utility contacted to mark all locations of lines or pipes prior to any excavation or trenching?		
45. Are adequate precautions taken to ensure the safety of pedestrians?		
46. Are trenches stable, adequately sloped or equipped with trench cages?		
47. Are trenches equipped with a ladder not more than 15m from the worker(s)?		
48. Is material at least 1m from the edge of an excavation?		
49. Are testing and adequate precautions undertaken to deal with a hazardous gas, vapor, dust, or oxygen rich atmosphere in a trench or excavation?		
50. Are excavations or trenches kept clear of stored hazardous substances?		
51. Are barricades erected near any temporary excavation?		
52. Do you ensure that only trench cages certified by an engineer are used, and they are inspected by a competent person each day?		

Note: completion of this questionnaire should not be construed as indicating compliance with all requirements of the Occupational Health and Safety Act and the regulations associated with it. This questionnaire serves as a starting point, but is not comprehensive in covering the requirements of all regulations. Employers should review all relevant legislation and regulatory requirements to ensure full compliance.

Questions? Contact the Occupational Health and Safety Division at 1-800-952-2687; or e-mail: labrohs@gov.ns.ca
Visit our web-site at http://www.gov.ns.ca/enla/ohs/